TV2 – Travel Administration

Quick Reference Guide

Logging In

- Open Browser (Internet Explorer)
- Type the following URL in the Address

  https://www.edison.tennessee.gov

- Enter User ID & Password provided from Edison.

Worklist Navigation

- **Worklist** hyperlink in top right corner of Home Page

  Home|Worklist|Sign out

- **Tasks** pagelet

  Tasks

  Task(s) sorted by Due Date

Task	Due
Requisition Amount Approval	01/15/2008
PO Amount Approvals	01/19/2008
PO Amount Approvals	01/28/2008
PO Amount Approvals	01/28/2008

Favorites – My Links

- Navigate to the page you want as a favorite
- Click the dropdown list to the right of the **My Links** field
- Select **Add to My Links**
- Keep or edit the label in the **Name** field
- Click the **Save** button
- Access the link from the **My Links** dropdown list

  My Links   Select One:

  Select One:
  Add to My Links
  Edit My Links
  Refresh My Links...

Need Assistance?

Edison Help Desk
615-741-HELP or 866-376-0104

Travel and Expense Navigations:

Cancelling Approved Travel Authorizations
FSCM > Travel and Expenses > Travel and Expense Center > Travel Authorization > Cancel

Approving Expense Reports/Travel Authorizations/Cash Advances
Manager Self Service > Travel and Expense Center > Approvals > Approve Transactions

Reassigning Approval Work
FSCM > Travel and Expenses > Manage Expenses Security > Reassign Approval Work

Reconciling Cash Advances
FSCM > Travel and Expenses > Process Expenses > Expense Processing

Creating Journal Expense Reports
FSCM > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Adjust Paid Expenses

Viewing Accounting Entries
FSCM > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Expense Report Acctg Entries

Closing Expense Reports
FSCM > Travel and Expenses > Process Expenses > Close Expenses > Mark Expense Report for Close

Running Reports Navigations:

Expense Transactions by Business Unit
FSCM > Travel and Expenses > Manage Accounting > Print Reports > Expense Trans by Bus Unit

Cash Advances by Business Unit
FSCM > Travel and Expenses > Manage Accounting > Print Reports > Cash Advances by Bus Unit

Cash Advance Aging by Business Unit
FSCM > Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Aging by Bus Unit

GL Balancing Reports
FSCM > Travel and Expenses > Manage Accounting > Print Reports > GL Balancing Report

Key Notes:

- All expense reports must be budget checked prior to their approvals.
- The Budget Checking process will run once in the morning and once overnight, however Approvers have the option of budget checking travel authorizations and expense reports ad hoc.